

Cooler or Freezer Temperature Recording Form

Contracting Entity (CE) Name:			Month/Year			
Cooler/Freezer Location:			CE ID Number:			
Day of Month	Name/Signature	Time	Cooler/Freezer (Name/Number/Reference Tag)			
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Directions: Cooler or Freezer Temperature Recording Form

Purpose

This form is intended to be used to help Contracting Entities (CEs) monitor cooler and freezer temperatures. The CE is not required use this form; however, it is required to regularly check the temperature in cooling and freezing devices and maintain a record of this information.

The Texas Department of Agriculture (TDA) will ask for temperature recording documentation when staff are conducting a site review. They will record also the current temperatures in cooling and freezing units when onsite.

CEs may also need to adhere to state and local laws and regulations related to monitoring temperatures in coolers and freezers.

Use This Form	
Frequency	Regularly in accordance with state and local laws and regulation, TDA recommends daily
Required Form Format	Use this form or a similar reporting instrument.
Record Retention	Completed form kept onsite and made available on request. State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years.

Temperature Check Schedule

TDA recommends that the temperature of every cooling and freezing device be monitored daily throughout the entire year, including when the CE is closed for holidays or during the summer. Assigning a specific person to be responsible for recording temperatures each day will help to ensure that the temperature checks are completed regularly.

Recommended Temperature Settings

The following temperatures are recommended for coolers and freezers.

Items	Examples	Recommended Temperatures
Frozen Foods	Meat and Poultry	0° F or below
Cooler Foods	Cheese	32 to 35° F
Grain Products	Flour, Cornmeal	50° F or below
Dry Storage	Canned Goods	70° F or below

Directions for Completing Form

General Information

- **Contracting Entity (CE) Name:** Record the name of CE in the designated space.
- **Month/Year:** Record the month and year for the temperature readings in the designated space.
- **Cooler/Freezer Location:** Record the site name where the cooling and freezing units are located in the designated space.
- **CE ID Number:** Record the CE's ID Number in the designated space.
- **Day of Month:** No entry required.

Temperature Recording

- **Name/Signature:** Record the name of the person checking the temperature and have the person provide a signature beside the name when temperature is recorded.
- **Time:** Record time the temperature is checked and recorded.
- **Cooler/ Freezer:** Record the name/number/reference tag for each freezer or cooler in the column and the temperature of each under the unit name for each day of the month.

For Example:

Freezer/Cooler (Name/Number/Reference Tag)				
West Wall Freezer Unit #2356	Walk-In Cooler Unit #3678	NW Wall Freezer Unit #3478	NW Wall Cooler Unit #4587	Milk Cooler Unit #2587
0 ^o	33 ^o	-3 ^o	42 ^o	34 ^o